What is myCommNet?
myCommNet is the portal that provides access to Banner online student self-service; Blackboard Learn, MCC’s course management system; and other online services. It can be accessed at http://my.commnet.edu.

How To Apply For Admission Online
• Application for Admission
  • To apply online, go to http://my.commnet.edu
  • Select “Apply for Admission”
  • Select “Manchester”
  • Click on “First Time User Account Creation”
  • Go to manchestercc.edu/apply for a printable application form.

How To login To myCommNet
myCommNet gives you the ability to access information you need with a single sign-on. You will use the Student Self-Service area in myCommNet to view and update your financial aid package, student records and registration information.

After the initial login, you will be instructed to change your password.

Logging onto myCommNet for the first time:
Your NetID is your Banner ID with "@student.commnet.edu" following the numbers (i.e. 12345678@student.commnet.edu). Your initial password is made up of the following personal information:
1. First three characters of your birth month (with first letter capitalized)
2. The "&" symbol
3. Last four digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.

You will be prompted to change your password.

Passwords Must Follow These Rules:
• Must be eight characters long
• Contain three of the following four character types: Upper case letters (A-Z) Lower case letters (a-z) Digits (0-9) Special characters (!@#$%^)
• Must not be the same as your previous password
• Cannot contain any part of your user name

Need to Look Up Your NetID or to Reset Your Password?
• Go to www.ct.edu/netid
• If unsuccessful, contact the Registrar’s office at 860-512-3220 or the IT Help Desk at 860-512-3456.

How to Access Student Email
Student email accounts are issued to new students who have registered for classes. This email address is the ONLY email by which the college and your instructors will communicate with you.

You can expect to receive official college communications that pertain to all students, as well as individual communication from administrative and academic offices, faculty and staff.

To Access Your Student Email:
1. Enter the Microsoft Office 365 web address: portal.microsoftonline.com
2. In the User ID field enter your NetID: eight-digit Banner ID followed by @student.commnet.edu (ex: 12345678@student.commnet.edu)
3. When you click on the Password field, an alert will prompt you that the page is “Redirecting” and “…taking you to your organizations’ sign-in page”
4. An authentication box will require you to enter your NetID and your password
5. Click the OK button

THIS EMAIL ACCOUNT WILL BE YOURS FOR LIFE.
You can also view your email address and log into Office 365 through the “Student Email Channel” located within the Student tab on myCommNet:
1. Enter the web address: http://my.commnet.edu or select the myCommNet link from the MCC homepage
2. Log into myCommNet using your NetID and password
3. Click on the Student tab
4. The Student Email channel will display your email account address and a link to the Office 365 Login page
5. Click on the Office 365 Login link and login using your NetID and password

Having Trouble Accessing Your Email Account?
The most reliable browser with which to access your email is Firefox. Contact the Technology Help Desk in the Student Services Center, L204, at 860-512-3456 or HelpDesk@manchestercc.edu if you need assistance.
How To Accept Your
Financial Aid Award/Book Credit

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After submitting your application, you will be able to track your Financial Aid status and award information on myCommNet.

When you have been awarded, you must take the following steps to accept your financial aid award online:
2. Log in with your NetID and password.
3. Click on the “Student” tab.
4. Go to the “Student Self-Service” channel.
5. Click on the link to access your “Student/Academic Records.”
6. Click on “Financial Aid.”
7. Click on “My Award Information.”
8. Click on “Award by Aid Year.”
9. Choose appropriate academic year and submit. (i.e. For Fall 2015 and Spring 2016, the academic year is 2015/2016).
10. Click on the “Accept Award Offer” tab.
11. Accept full amount of all awards.
12. Print a copy for your records.

How To Register Online

REGISTER ONLINE
To register for your classes on myCommNet:
2. Login using your NetID and password.
3. Click on the “Student” tab.
4. Click on “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Register (add/drop) Classes.”
7. Select term, then submit (follow instructions in step 1 and 2 on that page).
8. Click on “View Schedule” at bottom of page to confirm registration.
9. Follow prompts to initiate payment.
10. Logoff.

PRINT CLASS SCHEDULE
To print out your class schedule on myCommNet:
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Student Detail Schedule.”
7. Select term, then submit.
8. View/Print your schedule.
9. Logoff.

VERIFY ENROLLMENT
To print out your Enrollment Verification on myCommNet:
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Request for Enrollment Verification.”
7. Click on “NSC Self-Service” (direct connect to National Student Clearinghouse).
8. Click on “Obtain an Enrollment Certificate.”
9. Print your certificate.
10. Logoff.

How To Access Distance Learning Courses
To access your online class material using Blackboard Learn:
1. Login to myCommNet using your NetID and password.
2. Click the “Blackboard” link on the upper right of the window.
3. Select your course from the course list on the “My Institution” page.
4. Logoff when you have completed your work.

How To Access Grades/Transcripts
Semester grades will be available online approximately one week after the exam period. Students unable to access the Web may request an unofficial transcript in writing; forms are available in the Registrar’s office in SSC L157. Completed forms should be returned to the Registrar’s office.

To print out an unofficial transcript or view grades:
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Final Grades,” select term, click “Submit,” OR
7. Click on “Academic Transcript,” select level (MCC Credit), click “Submit.”
8. View/print your final grades/transcript.
9. Logoff.